

Teachers' Retirement Board
Financial Clerk

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list
Location: Asylum Avenue, Hartford, CT 06106
Job Posting No: **109472 (2 vacancies, you will be considered for both)**
Hours: Full time, 40 hours per week
Salary: \$ 1,445.87 bi-weekly (minimum) CL12/Step 1
Closing Date: **September 7, 2014, Sunday**

The preferred candidate will possess: Demonstrated experience in Interpersonal and customer service skills, knowledge of insurance industry or banking terminology, ability to manage competing priorities, can adhere to strict deadlines, can perform detailed orientated work; and demonstrate knowledge, and experience in business computer software programs to include: Microsoft Office Suite (Word, Excel, Outlook, etc.), Internet, Windows 7 operating system. Previous experience with Bank of America products (Cashpro) and Peoplesoft preferred.

Duties: Responding to questions from members; Research un-cashed checks; process reimbursement requests; recover overpayments; determine eligibility for programs; process accounts receivables and payables; performs related duties as required.

To view the official job specification: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4568>

To view the pay plan: <http://www.das.state.ct.gov/HRDocs/CompPlans/CL%202014%2007%2001.pdf>

Application Instructions: **If you have taken and passed this exam, please submit a *cover letter that describes your interest and suitability for the position, resume, and application* for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:**

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Confidential Fax: (860) 622-4921 (preferred method of submission)

OR

Email to DAS.HR.SMART@ct.gov, MUST include Fin Clk 109472 (last name) in subject line

If previously applied, do NOT reapply. Thank you.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.